

**STATE OF CONNECTICUT  
DEPARTMENT OF REHABILITATION SERVICES  
SECRETARY 1  
Bilingual (Spanish/English)**

The Department of Rehabilitation Services (DORS) is recruiting to fill a Bilingual Secretary 1, (Spanish/English) position located at the Hartford office of its Bureau of Rehabilitation Services (BRS) division. This position is 100% federally funded.

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**OPEN TO:** Candidates who are on the current Exam List promulgated by the State of Connecticut Department of Administrative Services for the Secretary 1 job classification and current state employees already appointed to the Secretary 1 job classification who qualify to transfer laterally.

**POSITION:** SECRETARY 1  
Bilingual (Spanish/English)

**BARGAINING UNIT:** Administrative Clerical (NP-3)

**JOB POSTING NO:** 106414

**HOURS:** MONDAY – FRIDAY 40 HOURS-PER-WEEK

**LOCATION:** BRS HARTFORD OFFICE  
3580 MAIN STREET, HARTFORD, CT 06120

**STARTING SALARY:** \$40,233.00 to \$52,793.00 (CL-14, Step 1)

**POSTING DATE:** December 11, 2013 to December 26, 2013

**The selected candidate must be fluent in Spanish. Priority will be given to candidates on the current Reemployment SEBAC Lists.**

**RESPONSIBILITIES:** Incumbents perform a variety of secretarial duties as illustrated in the following areas:

1. **TYPING:** Using a personal computer or other electronic equipment formats and types a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc.; proofreads for content; edits using knowledge of grammar, punctuation and spelling.
2. **FILING:** Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews reference materials and manuals.
3. **CORRESPONDENCE:** Composes routine letters/memoranda, etc. (e.g. standard replies and acknowledgement letters) for supervisor's signature.
4. **REPORT WRITING:** Compiles information from standard sources and prepares data reports (e.g. number of forms processed during the month).
5. **INTERPERSONAL:** Greets and directs visitors; answers phones and takes messages; answers questions requiring knowledge of terminology, organization, supervisor's responsibilities, etc. (e.g. appropriate referrals, general purpose of the unit).

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6. **PROCESSING:** Scans correspondence; pulls and attaches related materials; reviews, routes and prioritizes mail.
7. **PERSONAL SECRETARY:** Arranges and coordinates meetings (including space and equipment); writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes using shorthand, speedwriting or machine transcription prepares expense accounts; makes travel arrangements.
8. **OFFICE MANAGEMENT:** Maintains an inventory of supplies and equipment; orders supplies when necessary; completes, processes and maintains paperwork for purchasing (e.g. orders, requisitions, invoices, etc.); maintains time and attendance records; performs related duties as required.

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers and electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

**APPLICATION PROCEDURE:** To be considered for this position candidates need to submit a completed and signed State of Connecticut Application (Form CT-HR-12). The CT-HR-12 Application form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website at: [http://www.das.state.ct.us/HR/Forms/CT-HR-12\\_Application.pdf](http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf).

**Incomplete, blank or late applications will not be considered. Also, no fax or hand-delivered copies will be accepted.** Please mail your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

Sabrina Betts, Human Resources Specialist  
Department of Rehabilitation Services  
25 Sigourney Street – Human Resources, 6<sup>th</sup> Floor  
Hartford, CT 06106

**APPLICATIONS MUST BE POSTMARKED BY DECEMBER 26, 2013.**

The State of Connecticut is an Equal Opportunity/Affirmative Action employer and strongly encourages the applications of women, minorities, and persons with disabilities.